

IG/CA INVENTORY CODING TEMPLATE  
“HUMAN RESOURCES MANAGEMENT SERIES”

Function Code: **B710**

Function: **Human Resources Specialist (Management Headquarters).** This function includes the oversight, direction and control of civilian personnel programs and/or subordinate civilian personnel offices (e.g., customer support units and service centers). Management headquarters civilian personnel operations typically include development, issuance and defense of civilian personnel policies; and providing policy guidance; reviewing and evaluating program performance; and, conducting mid- and long-range planning.

Applicable Manpower Type:

	Officer	Enlisted	Civilian
Designator/ Rate/ OCC Ser	N/A	N/A	0201
Primary NOBC/ NEC	N/A	N/A	N/A
Secondary NOBC/ NEC	N/A	N/A	N/A

Applicable Activity Type (first four digit of 10 digit activity code): 5744 –Human Resources Specialist

Appropriate Manpower Mix Criteria Code: “E”-Civilian Authority, Direction, and Control of the DoD” generally for headquarters 0201 positions at grade GS14 (or equivalent) or lower graded program manager positions. Other positions are usually coded “R”- subject to review.

Application: Mandatory \_\_\_ Exceptions w/justification X Guide \_\_\_

Exception: None.

POC: Ms. Suzanne Gonzales, CNO (N124B), telephone 703-695-0011, DSN 225-0011  
Mr. Dale Sigman, CNO (N124E), telephone 703-695-3554, DSN 225-3554